

# Memorandum

TO : CIA Records Administration Officer

DATE: 9 - APR 1965

FROM : Records Administration Officer  
Office of Finance

SUBJECT: Elimination of Inactive Records

REFERENCE: HN   dated 24 February 1965

25X1

1. In accordance with reference notice, there follows a list of results of the effort to eliminate inactive records in the Office of Finance during the reporting period.

a. A call was made to the General Counsel's Office to follow up on the status of our memorandum dated 27 October 1964 to the DDCI. This memorandum concerns the ultimate disposition of our financial records. We were advised that Mr. Houston has been in touch with the Comptroller General and they are still working on it.

b. 65.5 cubic feet of records were destroyed.

c. Records Control Schedules were amended to reduce the retention period in the current files area for two items. In each case, this permitted the transfer of inactive records to the Records Center after 1 year rather than after 2 years.

d. Records Control Schedules were amended to cover two new file series not previously covered by the schedules. This permitted the transfer of additional inactive records to the Records Center.

e. The following records were transferred to the Records Center during March 1965.

| <u>Job No.</u> | <u>Cu. Ft.</u>    |
|----------------|-------------------|
| 65-480         | 33                |
| 65-514         | 4                 |
| 65-518         | 8                 |
| 65-540         | 14                |
| 65-565         | 8                 |
| 65-593         | 3                 |
| 65-608         | 15                |
| 65-609         | <u>4</u>          |
| <br>TOTAL      | <br>89 cubic feet |

~~CONFIDENTIAL~~

GROUP 1  
 Excludes from automatic  
 downgrading and  
 declassification

-2-

f. Action was initiated during March 1965 to transfer the following records to the Records Center; however, the actual transfers were not effected until April 1965:

| <u>Job No.</u> | <u>Cu. Ft.</u> |
|----------------|----------------|
| 65-610         | 5              |
| 65-611         | 5              |
| 65-612         | 5              |
| 65-616         | 3              |
| 65-629         | <u>3</u>       |
| TOTAL          | 21 Cubic Feet  |

2. After our move to Key Building, additional efforts will be made to comply with the President's directive.



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APPROVED FOR RELEASE



☐ UNCLASSIFIED

INTERNAL

☐ CONFIDENTIAL☐ SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Records Administration Officer  
Office of Finance  
1211 Key Building

EXTENSION

NO.

DATE

9 April 1965

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CIA Records Admin. Offcr.  
604 1016 16th Street

RECEIVED

FORWARDED

4/13

DLZ

1-2

This CONFIRMS Verbal  
Report.

2. [Redacted]

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM  
3-62610 USE PREVIOUS  
EDITIONS☐ SECRET☒ CONFIDENTIAL☐ INTERNAL  
USE ONLY☐ UNCLASSIFIED

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